## PRE/POST CONFERENCE CAMPUS VISITS

In 2017, there will be opportunities to host advisers for approximately 2-4 days either before or after the following events.  Groups of advisers will usually be between four to eight people, and advisers of the same gender may share a room.  Some campuses may request to host more than eight or less than four.

| Adviser Representation and Professional Development Opportunities | Date | Location | Application Due Date | # of Funded Advisers |
|---|---|---|---|---|
| American Association of Collegiate Registrars and Admissions Officers (AACRAO) | April 2-5 | Minneapolis, MN | February 15 | 4 |
| National Association of Graduate Admissions Professionals (NAGAP) | April 19-22 | Salt Lake City, UT | February 15 | 5 |
| NAFSA Annual Conference | May 28-June 2 | Los Angeles, CA | February 28th | 15 |
| Int'l Association of College Admission Counselors (IACAC) | July 11-14 | Cleveland, OH | April 3rd | 12 |
| EducationUSA Forum | July 31-August 2 | Washington, DC | April 3 | 50 |
| National Association of College Admission Counseling (NACAC) | September 14-16 | Boston, MA | April 3 | 3 |

## PRE/POST CONFERENCE CAMPUS VISIT APPLICATION

1. Basic Information
   a. Name of conference(s)/event(s)
   b. Name, title, and contact information (e-mail, phone, address) for the Campus Coordinator, who will serve as EducationUSA's main contact
   c. If more than one campus is to be visited, please include name, title, and contact information for each institution.
   d. Brief (250 word) description of each participating institution including: number of students, degrees offered, academic focus areas, available scholarship opportunities, and a summary of any collaboration with EducationUSA to-date.
   e. Details about logistics – accommodations, meals, ground transportation, etc.
   f. Day-by-day schedule – see sample below

If more than one institution is included, a diversity of academic focus areas, missions, and student backgrounds among the institutions is desirable and the institutions should be within two hours driving distance of each other.  It is preferable for classes to be in session during the program in order to expose advisers to campus life.  Themed campus visit applications are also welcome with a focus on topics such as law, healthcare, STEM, technology (video games, cyber security, robotics), etc.

Note: Applications should be submitted to Dorothy Mora (MoraDD@state.gov).  Applicants should be accredited U.S. post-secondary educational institutions (non-profit or for-profit), U.S. higher education associations, university systems, consortia, or qualified entities that meet provisions in IRS section 26 USC 501 (c) (3)

SAMPLE SCHEDULE – Following are suggestions to select from based on number of days and time available.

Day 1: Arrival Day
- Group orientation/review schedule
- Campus tour
- Campus safety
- Visit/Discussion with International Student Services Office
- Meet with students from home country
- Welcome reception/dinner

Day 2:
- Session on admissions and scholarships (discretionary, sports, etc.)
- Registrar briefing on grading, assessment, and transcript issues
- Examples of how the admissions process (e.g. on handling foreign transcripts, fraud, etc.) differs at different institutions
- Graduate College briefing and research update
  - Policies on handling graduate e-mails and inquiries
  - Sessions on graduate and undergraduate case studies
  - How foreign transcripts and degree certificates are evaluated
  - How to ensure a fair assessment
  - How students should present their documents
- Cultural/Outdoor Activity/other points of interest

Day 3:
- Admissions staff tips on:
  - What students should ask prospective universities
  - How to prepare a successful application
  - How to arrange a campus visit
  - How to review webpages when deciding where to apply
- Discussion on paid and unpaid internships.
- Teaching Assistantships – How to qualify
- Distance Learning presentation - How it works, what makes it effective
- Session on Teaching English to Speakers of Other Languages (TESOL)/English Language programs, conditional admittance
- Closing Lunch/Dinner